



COMPUTER SYSTEM ACCESS - FORMS

INDEX CODE: APX - 1003
EFFECTIVE DATE: 12-01-13

Contents:

I. Forms

The Field Enforcement Division utilizes the following forms:

CASE REPORTS

IR Report
Arrest Data Information
Property Held
Explanation of Rights
Report of Violation

INSPECTIONS

RLD (routine liquor dealer/cigarette inspection)	Distillate fuel laboratory report
Transient vendor canvass	Petroleum transporter inspection
Gasoline laboratory report	Dyed fuel inspection
Warning (report of violation)	Truck enforcement summary
Stop Sale (motor fuel/transient vendor)	waterborne cargo report
Coordinated service station inspection	

RECEIPTS

Alcohol	Currency/Coin
Cigarettes	Motor fuels
Vehicles	Release of confiscated vehicle

SALES & USE TAX

License revocation control sheet
Notification of closure/affidavit

TRAINING

Field training work sheet

TRADERS LICENSE

Delinquent register report

MISCELLANEOUS FORMS

Action request

Appendix J

Case disposition report

Compensatory leave/overtime pay

Criminal citation book

District court charging documents

Expense claim

FEIN Notice

Field intelligence report (FIR)

Files maintenance request

Fingerprint cards

Mileage report

OTP tax application

OTP tax return

Request for evidence/case report removal

Request for leave of absence (card)

Ride-a-long wavier

Secondary employment

Terminal agreement

Time sheet

UCR data

Vehicle inspection